

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-5000

TRADOC Supplement 1 to AR 1-20

29 December 2006

Administration LEGISLATIVE LIAISON

Summary. This supplement provides policy for U.S. Army Training and Doctrine Command (TRADOC) legislative and congressional activities.

Applicability. This supplement applies to all TRADOC organizations.

Suggested improvements. The proponent of this supplement is the TRADOC Congressional Activities Office (CAO). Send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), through channels to Commander, TRADOC, (ATCS-CA), Building 133, 33 Ingalls Road, Fort Monroe, VA 23651-1067. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is distributed through the TRADOC Homepage at <http://www.tradoc.army.mil>.

Supplement Army Regulation (AR) 1-20, 20 February 2004, as follows:

Paragraph 1-2, References. TRADOC references supplemented to appendix A.

Paragraph 1-3, Explanation and Abbreviations of Terms. TRADOC abbreviations and terms are supplemented to the glossary.

Paragraph 1-4, Responsibilities.

After subparagraph 1-4e(8), add the following:

"(a) The TRADOC Congressional Activities Office (CAO) is the TRADOC Congressional Affairs Contact Officer (CACO) whose primary duty is to serve as liaison to the Army's Office of the Chief of Legislative Liaison (OCLL) and Army Congressional Budget Liaison Office (SAFM-BUL). The TRADOC Liaison Office at the Pentagon is the alternate TRADOC CACO.

(b) HQ TRADOC staff elements and subordinate centers, schools, and activities will appoint a primary and alternative TRADOC Legislative Coordinator (TLC) and provide point of contact information to the TRADOC CAO.

(c) TLCs will --

- (1) Make congressional activities a proactive process that becomes an integral part of the organization.
- (2) Serve as the conduit between their organization and the TRADOC CAO on actions and activities associated with major congressional events such as visits, testimony, and inquiries.
- (3) Coordinate on all mission-related congressional actions tasked to or prepared by their organization.
- (4) Receive and disseminate congressional documents (reports, laws, etc.) to facilitate keeping their principal informed of congressional actions affecting their organization's missions and programs.

(d) The TRADOC CAO will --

- (1) Provide TLCs appropriate handbooks and "How-To Guides," and conduct quarterly or as needed training.
- (2) Ensure TLCs receive key congressional documents and general information.
- (3) Convene periodic meetings to discuss pertinent congressional issues.
- (4) Maintain TLC contact list and prepare weekly legislative highlights."

At the end of subparagraph 1-4e(9), add the following:

"TRADOC CAO serves as the central entry point for all congressional visit requests to the command. CAO serves as lead for all visits to the headquarters, and coordinates center and school field visits with appropriate TLCs."

Paragraph 2-2, Handling of Contacts. Add the following sentence:

"A form is available from the CAO website that meets Army and TRADOC reporting requirements: <http://www.monroe.army.mil/cong/ReportingContacts.asp>. Use of the electronic form automatically submits the report to the TRADOC Deputy Commanding General/Chief of Staff (DCG/CofS, CAO, and OCLL. Use of this form is optional; however, all contacts with Congress must be reported."

Paragraph 2-4, Congressional Travel.

At the end of subparagraph 2-4c(1), add the following: "Submit a copy of the report to the TRADOC CAO, atcs-ca@monroe.army.mil."

At the end of subparagraphs 2-4c(2), add the following: "Submit a copy of the report to the TRADOC DCG/CofS and CAO, atcs-ca@monroe.army.mil."

Paragraph 3-2, Legislation Proposed by DA.

At the end of subparagraph 3-2b, add the following:

"The TRADOC CAO provides guidance, formats, and timelines for submitting legislative proposals. TRADOC organizations originating a legislative proposal obtain appropriate subject matter coordination and Principal/General Officer approval prior to submitting to the TRADOC CAO for further processing. The TRADOC CAO reviews the package, processes through the TRADOC command group, and forwards to HQDA OCLL."

Paragraph 4-2, Investigations and Hearings.

At the end of subparagraph 4-2c, add the following:

"OCLL and SAFM-BUL coordinate requests for investigative hearings or visits to the command with the TRADOC CAO, who in turn, coordinates with the appropriate organization."

Chapter 5. Appearances Before Congressional Committees.

At the end of the paragraph 5-1, add the following:

"TRADOC CAO provides interface with the OCLL and SAFM-BUL. TRADOC CAO provides the TRADOC witness with committee rosters, biographies, background information on the purpose and intent of the hearing, and general guidance on testifying before Congress. The TRADOC lead agency is responsible for preparing the witness with functional information related to the hearing topic. All questions by TRADOC organizations concerning the hearing will be directed to the TRADOC CAO and not the committee conducting the hearing or OCLL, unless instructed to do so by the TRADOC CAO."

At the end of subparagraph 5-4b, add the following:

"The TRADOC LNO and CAO will obtain mandatory HQDA coordination."

At the end of paragraph 5-5b, add the following:

"The OCLL (for authorization hearings) and SAFM-BUL (for appropriations hearings) may send questions for the record and/or inserts for the record requiring TRADOC action or assist to the TRADOC CAO. The CAO reviews to determine if the action falls within the command's purview, and recommends to the appropriate TRADOC tasking authority, or resolves action transfer with HQDA, as appropriate. The TRADOC CAO will provide the appropriate format and other administrative instructions associated with the action. Inserts require General Officer approval. The CAO coordinates on all inserts, obtains appropriate command group review and approval, and forwards to OCLL or SAFM-BUL, as appropriate. The TRADOC LNO and CAO

will obtain mandatory HQDA coordination. The lead agency is required to obtain other internal or subject-matter coordination."

Paragraph 6-3, Correspondence with Individual Members of Congress.

At the end of subparagraph 6-3a, add the following:

"The TRADOC Secretary of the General Staff (SGS), in coordination with CAO, provides specific instructions when tasking congressional inquiries for action in accordance with TRADOC Regulation 1-11, paragraphs 2-7b and 2-8g(1) through (5). Organizations tasked as lead and assist will review and follow the instructions to avoid delays and meet established suspense dates."

At the end of subparagraph 6-3b, add the following:

"Prior to obtaining signature or release, coordination with all agencies identified by the TRADOC SGS as an assist, including TRADOC CAO, is required. After review by these agencies, sign, scan and E-mail the final reply to CAO. CAO will review and forward the final reply to OCLL, and notify the office of the SGS when complete, to close the tasking. The action office is responsible for disseminating the original, signed copy to the Member's office, or as directed."

At the end of subparagraph 6-3i(2), add the following:

"TRADOC CAO coordinates directly with OCLL. All requests for extensions or clarifications are directed to TRADOC CAO."

At the end of subparagraph 6-3i(3), add the following:

"When tasked to provide a "draft reply," the lead agency will E-mail the coordinated, approved response to CAO, atcs-ca@monroe.army.mil. Include with the transmission coordination information (name/organization/phone number) and the name of the releasing authority. Prior coordination with all agencies identified by SGS as an assist, including TRADOC CAO, is required. CAO will forward the draft reply to OCLL, and notify the office of the SGS when complete, to close the tasking."

Chapter 7. Congressional Notifications.

At the end of the paragraph 7-2b, add the following:

"The TRADOC CAO is responsible to maintain awareness of TRADOC major programs and advise TRADOC leadership when an action warrants congressional notification. Functional proponents are responsible to prepare the notification; CAO forwards the coordinated and approved notification to OCLL or SAFM-BUL."

At the end of the paragraph 7-3a, add the following:

"The TRADOC CAO coordinates on all AR 5-10 actions processed at the headquarters."

Appendix A, References; Section I, Required Publications.

Add the following:

"TRADOC Regulation 1-11

Staff Procedures (cited in paragraph 6-3a)"

Appendix A, References; Section II, Related Publications.

Add the following:

"TRADOC Regulation 10-5-1

Organization and Functions, Headquarters, U.S. Army Training and Doctrine Command"

Glossary; Section I, Abbreviations.

Add the following:

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| "CAO | Congressional Activities Office |
| TLC | TRADOC Legislative Coordinator |
| SGS | Secretary of the General Staff" |

FOR THE COMMANDER:

OFFICIAL:

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